

COVID-19 Risk Assessment

Company name:

Timothy James & Partners Ltd

Assessment carried out by:

Ashwin Gopaul – Version 1.0

Date assessment was carried out:

28/07/2020

Approved by:

Executive Committee on 04/08/2020

In line with current Government guidance Employers can make a decision on whether it is safe to re-open the office and ask employees to return to work. As an employer, Timothy James & Partners aims to protect its staff and clients from harm. This includes taking reasonable steps to protect our staff, clients and others from coronavirus. This is our COVID-19 risk assessment to manage risk and protect people.

We have:

- identified what work activity or situations might cause transmission of the virus
- considered who could be at risk
- made an assessment of the likelihood that someone could be exposed
- acted to remove the activity or situation, or where this has not been possible, to control the risk

In completing our assessment, we have engaged with our staff and their line managers (Senior FEs and Heads of Departments) to explain the measures we are taking. They have provided feedback and valuable information which has allowed us to consider how we can control and mitigate the risks,

This document has been drafted to ensure that we have covered what we need to keep workers and others safe. This risk assessment will continue to be monitored to ensure that what we have put in place is working as expected.

For more information please see guidance on:

[working safely during the coronavirus outbreak.](#)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

[HSE's core guidance on managing risk.](#)

What are the hazards?

Getting or spreading coronavirus by not washing hands or not washing them adequately

Who might be harmed and how?

**Staff
Clients**

**Contractors
Visitors**

What is being done to control the risk?	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
All members of staff have been fully briefed with current advice on staying protected.	Signs and posters installed in office to help remind good handwashing technique and importance of correct and frequent handwashing and to remind all in office to cough/sneeze into an arm and avoid touching their faces.	SH/PS	Completed 31/07/2020
Water, soap and drying facilities at wash stations.	Paper towel dispenser to be installed by kitchen wash station. All staff advised to frequently wash hands and signs have been installed throughout the office to remind staff & visitors of this.	Ops team to coordinate install	Completed 31/07/2020
Provision hand sanitiser for the occasions when people can't wash their hands or to sanitise between washes.	Additional provision of wall-mounted dispensers and signs with reminders to use hand sanitiser. Identify how we are going to replenish hand washing/sanitising facilities.	Ops team to coordinate install CC/ Reception to liaise with Cleaners to add to routine	Completed 31/07/2020 Completed 31/07/2020

What are the hazards?

Who might be harmed and how?

Getting or spreading coronavirus in common use high traffic areas such as Kitchen, corridors, meeting rooms, toilet facilities, entry/exit points to facilities, lifts, and other communal areas

**Staff
Clients**

**Contractors
Visitors**

Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
We have Identified:			
<ul style="list-style-type: none"> Areas where people may congregate, in entrance areas of the building, reception, meeting rooms, kitchen and printing stations. 	Monitoring and supervision to make sure people are following controls put in place.	Exco members	Ongoing basis
	Flexible start and finish times put in place for August to September to reduce congestion at peak times.	AG/TDC – Staff Communication – agreed on team by team basis	Completed 31/07/2020
	To reduce footfall across office, staff advised that if workstation is towards the rear of the office they can use the stairwell at the back of the office for exiting the building as well as the main entrance when entering and exiting the building.	AG/TDC – Staff Communication	Completed 31/07/2020
<ul style="list-style-type: none"> Where possible put in place physical impervious barriers (eg Perspex in reception areas) to reduce contact. 	Perspex screens installed at reception to provide additional protection for reception staff in a high traffic area.	AG	Completed 30/07/2020
<ul style="list-style-type: none"> Areas where there are pinch points meaning people can't meet the social distancing rules, e.g. narrow corridors and doorways. 	Floor markings taped out to ensure people respect social distancing. Contraflow signs to be installed in narrow corridors to ensure staff give way to maintain social distancing.	SH/PS	Completed 30/07/2020

Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<ul style="list-style-type: none"> Put in place one-way systems in corridors or regularly used pedestrian routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met. 	<p>Kitchen area limited to 2 people at any one time and one-way system introduced to maintain social distancing. Staff advised to stagger breaks. During Aug & Sept will be closed for all food and hot drink preparation.</p>	SH/PS	Completed 30/07/2020
	<p>Ocado order limited to peelable fruit ie: bananas & oranges, and cereal bars only. No milk, cereal, tea/coffee.</p>	LR/CC to change Ocado Order	Effective from w/c 03/08/2020
	<p>Kitchen windows should be kept open to increase air-flow. No client drinks will be available during Aug and Sept but supply of bottled still and sparkling mineral water bought which can be offered to clients from reception fridges.</p>	AG/TDC – Staff Communication	Completed 31/07/2020
<ul style="list-style-type: none"> Equipment where people will touch the same surfaces, such as in kitchens, e.g. kettles, shared food containers etc. 	<p>Hand sanitising stations have been installed, as well as a wall mounted paper towel dispenser in the kitchen for drying hands after washing.</p>	<p>Reception have completed order</p> <p>CC organised handyman/ installation</p>	<p>Completed 31/07/2020</p> <p>Completed 01/08/2020</p>
	<p>Main office printer; now situated opposite the sofa room to help ensure a safe distance from any occupied desks.</p>	AG/TDC instructed John of Volodi	Completed 01/08/2020
<ul style="list-style-type: none"> Provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, eg sanitiser/washing facilities in kitchen area and printing stations. 	<p>Hand sanitiser stations have been installed by the printers.</p>		Completed 01/08/2020
<ul style="list-style-type: none"> Areas and surfaces that are frequently touched but are difficult to clean e.g. printers and franking machine. 	<p>Hand sanitisers have been installed in the toilets, in the reception area, meeting rooms and points throughout the office.</p>	CC organised handyman/ installation	Completed 01/08/2020

Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<ul style="list-style-type: none"> Put signs up to remind people to wash and sanitise hands and not touch their faces. 	Signs have been put up to remind staff and visitors to use these frequently, and to wash hands thoroughly.	SH & PS	Completed 30/07/2020
	Staff workstations moved for some staff to allow social distancing in line with rota. Where social distancing or 2 metres not possible to maintain – Perspex screens installed to provide additional mitigation.	AG/TDC instructed John of Volodi	Completed 30/07/2020
		AG	Completed 30/07/2020
<ul style="list-style-type: none"> Reorganisation facilities in office and communal areas such as in meeting rooms, kitchen etc so social distancing rules can be met. 	All staff notified that face to face client meetings are not encouraged but where necessary to be limited to Reception Room and Gallery Room to minimise client/ staff contact in office environment.	AG/TDC Staff communication	Completed 31/07/2020
<p>We have communicated the combination of controls put in place to reduce the risks. This includes but is not limited to:</p>			
<ul style="list-style-type: none"> Limiting the number of people in rooms so that social distancing rules can be met. 	Communication to staff; in accordance with government guidelines, discouraging meetings happening in the office over August and September unless absolutely necessary. Attendance to be kept to a minimum to maintain social distancing for the safety of staff and clients. Cleaning products in each meeting room to allow the surfaces to be wiped down at the end of each meeting. This is the responsibility of the meeting host. Staff reminded not share items such as pens, note pads etc.	AG/TDC Staff communication	Completed 31/07/2020
		CC to Draft instructions and order cleaning supplies	Completed 03/08/2020
		AG to finalised & Circulate	Completed 04/08/2020
	In advance of the meeting, visitors must be advised of the safety measures we have in place i.e. hand sanitiser, social distancing, and they should be made aware that no refreshments will be available. This is the responsibility of the meeting host.	AG/TDC Staff communication	Completed 31/07/2020
	Before attending a meeting in the office all visitors must be asked to complete a visitor risk assessment, this will then need to be saved on their IO record once received. A copy of this has been circulated.	AG drafted TDC Circulated	Completed 31/07/2020 Completed 03/08/2020

Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around.	MS Teams rolled out across company to allow continued use of on line meetings. Training provided to inform staff of MS Teams features to collaborate on line – including highlighting screen sharing facilities etc	LR/TDC training rolled out	Completed June/July 2020 Ongoing adhoc training as required
Leaving windows and non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation.	Staff advised to keep doors & windows open as much as possible throughout the office, in order to provide good ventilation and a continuous supply of fresh air. Desk fans are also available and can be used to improve ventilation and airflow through the office.	AG/TDC Staff communication	Completed 31/07/2020
Put in place cleaning regimes to ensure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it.	We have arranged for the office to be deep cleaned each weekend. This will include steam cleaning also known as ‘fogging’ for disinfection and sanitising of all areas and rooms throughout the office.	CC/LR to instruct Cleaners	Completed 31/08/2020 Deep clean completed 01/08/2020 & ongoing weekly
	We have also arranged for cleaners to attend the office each evening, to fully clean all surfaces & door handles, toilets, kitchen and other communal areas, ready for the next working day.	CC/LR to instruct Cleaners	Completed 30/08/2020
Keep workstations surfaces clear to facilitate effective cleaning Kitchen worktop and tables to be kept clear to make cleaning easier	Communication sent to staff to remind of clear desk policy to ensure surfaces can be cleaned thoroughly – plan in place to clear back log of paperwork on desks accumulated during lockdown	SFEs and Heads of to follow up to ensure complete	Ongoing

What are the hazards?

Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations

Who might be harmed and how?

Staff
Clients

Contractors
Visitors

Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Guidance referred to cleaning and hygiene during the coronavirus outbreak on to inform us on measures required.	Monitoring and supervision in place through Reception and Ops team to make sure people are following controls, i.e. are implementing the cleaning regimes implemented.	Cleaners Instructed by CC	Completed 30/07/2020 Ongoing Checks to be carried out by Ops/ Reception
We have identified surfaces that are frequently touched and by many people, e.g. handrails, door handles, shared equipment etc and have specified the frequency and level of cleaning and by whom.	Information provided to staff on cleaning regime and frequency. We have arranged for the office to be deep cleaned each weekend. This will include steam cleaning also known as 'fogging' for disinfection and sanitising of all areas and rooms throughout the office. We have also arranged for cleaners to attend the office each evening to fully clean all surfaces and door handles toilets, kitchen and communal areas ready for the next working day. Phones, keyboards are cleaned every Wednesday and during the weekend deep clean so that these are regularly sanitised every two working days which is considered sufficient as workstations are not shared.	AG/TDC Staff communication Cleaners Instructed by CC and AG agreed quote for weekly deep clean Cleaners Instructed by CC Cleaners Instructed by CC For weekly routine	Completed 31/07/2020 Deep Clean completed 01/08/2020 and ongoing on weekly basis Completed 30/07/2020 Completed 30/07/2020

Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean.</p>	<p>Cleaning contractors are responsible for training their staff including products used and precautions which need to be followed.</p> <p>Instruction and training provided to staff on sanitising meeting rooms between client meetings with details included on:</p> <ul style="list-style-type: none"> • the products they need to use • precautions they need to follow • the areas they need to clean 	<p>Procare for daily clean and Gadafi for weekly deep clean</p> <p>Instructions drafted by CC To be reviewed and finalised and circulated by AG</p>	<p>Completed 31/07/2020</p> <p>Completed 03/08/2020</p> <p>Completed 04/08/2020</p>
<p>Reduce the need for people to move around your site as far as possible. This will reduce the potential spread of any contamination through touched surfaces.</p>	<p>Client meetings limited to Reception Room and Gallery Room to reduce contamination risk through touched surfaces.</p> <p>Main office printer moved to centre of the office to allow for social distancing from workstations close to original printer location and to minimise distance of printer location from each team</p> <p>Hand sanitising stations installed by printers to reduce risk of contamination through touched surfaces.</p>	<p>AG/TDC Staff communication</p> <p>AG/TDC instructed John Ho from Volodi</p> <p>CC booked Aspect Handyman</p> <p>CC instructed Procare to fill sanitisers</p>	<p>Completed 31/07/2020</p> <p>Completed 30/07/2020</p> <p>Completed 01/08/2020</p> <p>Completed 03/08/2020</p>
<p>Identify how we are = going to replenish cleaning products -</p>	<p>Cleaning contractors responsible for maintaining stocks of their cleaning products.</p> <p>Refilling of sanitisation dispensers added to cleaning company responsibilities.</p> <p>Reception/Ops to ensure other products replenished with weekly orders as required.</p>	<p>Procare and Gadafi</p> <p>CC instructed Procare to incorporate into weekly schedule</p> <p>Reception/Ops</p>	<p>Ongoing</p> <p>Completed 03/08/2020</p> <p>Weekly Ongoing</p>

Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user.	All workstations are personal to each member of staff with no hot desking to eliminate requirement to clean between users. Printer/ scanners and franking machines which are shared have hand sanitisers installed in area to reduce the potential spread of any contamination through touched surfaces.	CC booked Aspect Handyman	Completed 01/08/2020
Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors.	Staff to be encouraged to leave all non-fire doors open to reduce contact with surface/ door handles and improve ventilation.	AG/TDC Staff communication	Completed 31/07/2020

What are the hazards?

Covid 19 Contagion plan

Who might be harmed and how?

Staff

Clients

Contractors

Visitors

Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Put in place arrangements to clean if someone develops symptoms of coronavirus in work.</p>	<p>The office will be closed if someone develops symptoms of coronavirus at work.</p> <p>Cleaning contractors will be instructed to carry out a deep clean of the office as soon as is reasonably practicable including fogging and disinfection of all surfaces Contractor will be notified that the minimum PPE is to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the setting to ensure cleaning followed as per HSE guidance.</p> <p>Staff will only be permitted to return to office once disinfection process has been completed and it is safe to do so.</p>	<p>To be actioned by AG in coordination with Business Continuity Team in the event of an outbreak of virus in the office</p>	<p>N/A – Only actionable in the case of an outbreak</p>
<p>Working from home implemented in line with Government guidelines on 23/03/2020.</p>			

Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Consideration now being given to facilitating a phased return to the office in line with Government guidance that a return to the office can be decided by employers when it is safe to do so. Announcement made to staff on 24/07/2020 during all company conference call.</p>	<p>Pre-screening questionnaire circulated to staff. To ensure it is safe for individual staff to attend office.</p>	<p>TDC to email form to staff</p>	<p>Completed 31/07/2020</p>
	<p>Pre-screening questionnaire developed for clients to be provided to clients prior to meeting in the office to ensure it is safe for clients and visitors to enter the office.</p>	<p>TDC</p>	<p>Completed 03/08/2020</p>
<p>Senior FEs and Heads of departments engaged with staff to understand concerns and develop rotas.</p>	<p>Working rota developed to minimise number of people staff will potentially interact with when in the office.</p>	<p>SFEs and Heads of Dept Coordinated by Ops Comm</p>	<p>Completed 31/07/2020</p>
<p>Regular rotas put in place and attendance record calendar implemented to provide a record of all staff in office on any given day.</p>	<p>Records to provide a permanent record to allow track and trace.</p>	<p>Ops instructed Volodi to create Outlook Calendar</p>	<p>Completed 15/07/2020</p>
	<p>If someone has contracted Coronavirus, records will allow us to pinpoint who else is potentially at risk and ask all involved to self-isolate immediately. Currently the NHS guidelines are to self-isolate for a period of 14 days if you have been in contact with a person who has Coronavirus. Staff reminded and notified of this Full details can be found here</p>	<p>AG/TDC Staff communication</p>	<p>Completed 31/07/2020</p>

What are the hazards?

Mental health and wellbeing affected through isolation or anxiety about coronavirus

Who might be harmed and how?

Staff

What is being done to control the risk	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Guidance on stress and mental health consulted.	Further advice and support		
Phased re-opening of office planned to allow those affected through isolation to return to the office safely. Discussions with staff who may be affected and advice on what to do to raise concerns and who to go to discuss matters – reminder in staff communication sent.	Share of information and advice with staff about mental health and wellbeing completed throughout lockdown with reminders of f employee assistance programme available to staff through BUPA and Perkbox for advice and counselling to encourage workers to use it to talk through supportive strategies.	TDC	Implemented from 23/03/2020 and ongoing including frequent staff communications and Perkbox surveys
Regular communication with staff throughout lockdown to discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours.	Have regular keep in touch meetings/calls/emails with people working at home to talk about any work issues and to consider further measures which can be put in place to help allay concerns and anxiety.	TDC	Implemented from 23/03/2020 and ongoing
Consultation conducted through SFEs, Heads of Department and Operations to understand and address staff anxiety about Coronavirus.	Company may consider an occupational health referral if personal stress and anxiety issues are identified that cannot be resolved through our own internal HR.	Exco and Ops Comm & Ops Team	Consultation commenced 24/07/2020 and ongoing

What is being done to control the risk?	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Involve workers in completing risk assessments so they can help identify potential problems and identify solutions.	Communication to staff drafted – risk assessment to be circulated and feedback invited.	AG/TDC Staff communication	Completed 31/07/2020
Keep workers updated on what is happening so they feel involved and reassured.	One to one discussion to be implemented through August and September.	AG to circulate risk assessment to staff and publish on website	Completed 04/08/2020 Staff consultation ongoing

What are the hazards?

Contracting or spreading the virus by not social distancing

Who might be harmed and how?

**Delivery drivers to/
from workplace** **Contractors**
Clients and Visitors

Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Delivery drivers to/from workplace Minimising contact at office for drivers.</p>	All deliveries to be made at ground floor reception to minimise contact with staff.	AG to send request to Karlon	Completed 04/08/2020
<p>Contractors Although TJP employs few contractors, where we do, we have taken steps to minimise contact at offices for all contractors.</p>	Cleaning contractors to carry out cleaning requirements at end of working day to minimise contact with staff.	CC to send request to Procure Deep clean is already done out of hours	Completed 04/08/2020
	Quarterly Finance team contractor visits from Ian Tackley to be conducted remotely.	Finance Team to arrange remote visit	Completed for Q2 account to be arranged quarterly ongoing
<p>Clients and Visitors In accordance with Government guidelines client meetings in office to be kept to minimum with use of online meetings whenever possible. Before attending a meeting in the office a pre-screening visitor risk assessment form must be completed and saved to IO securely as this may contain sensitive personal data.</p>	Guidance sent to staff and advisers to request that attendance should be kept to a minimum to maintain social distancing and only essential meetings to be carried out face to face in the office.	AG/TDC Staff communication	Completed 31/07/2020
	Meeting rooms for clients limited to Reception Room and Gallery room to avoid unnecessary footfall through office.	AG/TDC Staff communication	Completed 31/07/2020
	Guidance provided to ensure items such as pens and notepads are not shared.	AG/TDC Staff communication	Completed 31/07/2020
	Cleaning products and guidance provided to allow room to be sanitised at the end of each meeting.	CC to Draft instructions and order cleaning supplies	Completed 03/08/2020

Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Staff Team rotas created to allow social distancing between members of staff and as far as practicable 'cohorting' work teams, so they consistently work together to minimise the number of staff in contact with one another.		SFEs and Heads of Dept Coordinated by Ops Comm	Completed 31/07/2020
Staff We have Identified through floor plans of the staff on rotation where it isn't possible to meet social distancing rules and have identified other physical measures to separate people, which include: <ul style="list-style-type: none"> • physical screens Perspex screens • placing staff back-to-back or side-by- side rather than face-to-face when working • improving ventilation • place markers on the floor (eg in lifts) to indicate where people should stand and the direction they should face 	<p>Perspex screens Installed at reception to minimise contact in high traffic area and on specific banks of desks in open plan office where social distancing has not been possible and back to back seating for some staff.</p> <p>Communication to staff sent to confirm air conditioning serviced and sanitised in June 2020 and that doors and windows to be kept open as much as possible throughout office in order to provide good ventilation and a continuous supply of fresh air.</p> <p>Due to size of lifts it is not possible to socially distance and therefore it has been communicated to staff that the Lift capacity is limited to one at a time.</p> <p>Kitchen capacity limited to two staff at any one time.</p> <p>Taped areas in office to encourage staff to maintain social distance.</p>	<p>AG</p> <p>AG/TDC Staff communication</p> <p>CBRE</p> <p>AG/TDC Staff communication</p>	<p>Completed 30/07/2020</p> <p>Completed 31/07/2020</p> <p>Completed During lockdown</p> <p>Completed 31/07/2020</p>
Staff Reducing the numbers of people using lifts.	Staff encouraged to use both front and rear staircases and flexible start and finish times encouraged to reduce peak time congestion.	AG/TDC Staff communication	Completed 31/07/2020

Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Staff Display signs to remind people to socially distance.	Signs and banners installed to remind people of good practice and to maintain social distance.	SH/PS	Completed 30/07/2020
Staff Reminder issued about current government guidelines about socialising with colleagues.	Communication sent to staff reminding of current rules that current Government guidance is that you can socialise outdoors with groups of up to six people from different households. If you are seated indoors you must stay in groups of no more than two households. A social distance must always be kept between yourself and members of other households. Staff reminded to respect these rules especially when socialising with colleagues.	AG/TDC Staff communication	Completed 31/07/2020

What are the hazards?

Poor workplace ventilation leading to risks of coronavirus spreading

Who might be harmed and how?

Staff **Visitors**
Clients **Contractors**

Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>We have consulted guidance on heating ventilation and air conditioning (HVAC) and our air conditioning maintenance company Split Level Air Conditioning.</p>	<p>The system was service and sanitised in June 2020 and is serviced and maintained regularly in line with manufacturers’ recommendations.</p>	<p>Split Level Air Conditioning</p>	<p>Completed June 2020</p>
<p>Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air.</p> <ul style="list-style-type: none"> Fresh air is the preferred way of ventilating our workplace so opening windows and doors (that are not fire doors) help with ventilation. 	<p>As our air conditioning system does not draw fresh air externally, staff have been advised that doors & windows should be kept open as much as possible throughout the office, in order to provide good ventilation and a continuous supply of fresh air.</p>	<p>AG to seek advice from Split Level Air Conditioning</p>	<p>Completed 30/07/2020</p>
<p>We have considered whether there is a need for additional ventilation to increase air flow in all or parts of our workplace and as we have a dual aspect office with opening window across the whole of the east, west and north end of the building we consider that there is sufficient natural ventilation in the open plan office and individual meeting rooms.</p>	<p>Some staff additionally have desk fans which can provide additional mechanical ventilation if required and communication has been sent to staff to remind them of this.</p>	<p>AG/TDC Staff communication</p>	<p>Completed 31/07/2020</p>

What are the hazards?

Increased risk of infection and complications for vulnerable staff

Who might be harmed and how?

Staff

Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Records have been produced to identify who in our work force fall into one of the following categories:</p> <ul style="list-style-type: none"> • Clinically extremely vulnerable • People self-isolating • People with symptoms of coronavirus • Groups who may be at higher risk of poorer outcomes (see the Public Health England report Disparities in the risk and outcomes of COVID-19) 	<p>Initial risk assessment produced on all staff who disclosed a potential vulnerability which is recorded as part of the risk assessment in our business continuity plan.</p>	AG & Business Continuity Team	Completed 20/04/2020
	<p>Pre-screening questionnaire for a return to the office sent to all staff to allow them to disclose any vulnerability not previously notified including any vulnerable person within their household.</p>	TDC	Completed 31/07/2020
<p>Discuss with employees what their personal risks are and identify what we need to do in each case.</p>	<p>Operations will collate results of questionnaires and discuss with each potentially vulnerable employee how they will work in line with current government guidance and if they are coming to work in the office environment how we will protect them through social distancing, hygiene procedures and other appropriate measures.</p>	Ops Team & AG	Ongoing to be completed by 31/08/2020

What are the hazards?

Exposure to workplace hazards and personal protective equipment (PPE)

Who might be harmed and how?

Staff

Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>We have reviewed guidance on PPE during the outbreak</p> <p>There are a very limited number of workplace settings where PPE is needed for protection from coronavirus, e.g. healthcare.</p>	<p>Whilst PPE is not required for day to day work activities TJP has acquired a stock of face protection, gloves and sanitisers to distribute to staff, who may require these when commuting to work or entering retail outlets and cafes/restaurants etc during breaks – communication to staff that these are available on request.</p>	<p>LR & AG ordered and assembled PPE packs for first returners to the office</p> <p>Ops to distribute upon request</p>	<p>Completed June 2020</p> <p>Ongoing</p>
<p>We have considered tasks where exposure to workplace hazards may occur and put in place measures to protect people – PPE is the last line of defence in this regard.</p>	<p>Sanitising of meeting rooms between client meetings must be undertaken. In order to minimise the risk to staff carrying out this duty PPE equipment such as disposable glove should be worn when carrying out this task and specific guidance and posters have been created to ensure staff are instructed and adequately protected when carrying out this task.</p>	<p>CC to Draft instructions and order cleaning supplies</p>	<p>Completed 03/08/2020</p>
<p>We have Identified tasks requiring PPE and specified the right protection factor needed for these tasks.</p>	<p>Sanitising of meeting rooms between client meetings must be undertaken. In order to minimise the risk to staff carrying out this duty PPE equipment such as disposable glove should be worn when carrying out this task and specific guidance and posters have been created to ensure staff are instructed and adequately protected when carrying out this task.</p>	<p>AG to review and circulate instructions</p>	<p>Completed 04/08/2020</p>
<p>Please note – face coverings are not PPE and are not required to be worn in the workplace.</p>	<p>Where staff choose to wear these we will support them in their decision.</p>	<p>Ops team to send further communication</p>	<p>Completed 04/08/2020</p>

Further information

[HSE's latest advice on coronavirus](#)

[Working safely during the coronavirus outbreak.](#)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

[HSE's core guidance on managing risk.](#)